

**Intangible Cultural Heritage Funding Scheme  
Applications for “Community-driven Projects 2025” and  
“Partnership Projects 2025”**

**Frequently Asked Questions**

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**Please refer to the Guide to Application and the relevant application forms of the Intangible Cultural Heritage Funding Scheme 2025 for the exact and full information.**

## A. Submission and Requirements of Application

<b>A1</b>	<b>Where can applicants obtain the application forms?</b>
Answer	The physical copies of the “Application Form for Community-driven Projects 2025” and the “Application Form for Partnership Projects 2025” can be collected from the Hong Kong Intangible Cultural Heritage Centre (“the Hong Kong ICH Centre”) <sup>1</sup> located at the Sam Tung Uk Museum, and the electronic versions are available at the website of Intangible Cultural Heritage (ICH) Office ( <a href="https://www.icho.hk/en/web/icho/ich_funding_scheme_application.html">https://www.icho.hk/en/web/icho/ich_funding_scheme_application.html</a> ).
<b>A2</b>	<b>How do applicants submit their application forms? Can application be submitted by e-mail or by facsimile?</b>
Answer	<p>Applicants should submit the duly completed application forms together with supporting documents before <b>12:00:00 noon on 27 January 2026 (Tuesday)</b> (“the Deadline”) in one of the following ways:</p> <p>(a) deposit the application documents into the <b>light brown</b> collection box marked with “ICH Funding Scheme Collection Box” at the Orientation Room 2 of the Hong Kong Intangible Cultural Heritage Centre located at the Sam Tung Uk Museum. The same application should be put and sealed in an envelope specifying “Application for Community-driven Projects 2025” or “Application for Partnership Projects 2025”. Each envelope should not contain more than one application; or</p> <p>(b) send the applications via the website of GovHK (the link for online submission of application documents is <a href="https://eform.cefs.gov.hk/form/lcs118/en/">https://eform.cefs.gov.hk/form/lcs118/en/</a>); each online submission should not contain more than one application.</p> <p>Applicants should not submit the same application by hand and through the internet as mentioned above, so as to avoid confusion which would affect the processing of the application. In addition, the ICH Office will not process or consider applications submitted by ways other than those specified in paragraphs (a) and (b) above.</p>

<sup>1</sup> The Hong Kong Intangible Cultural Heritage Centre is located at the Sam Tung Uk Museum. The address is 2 Kwu Uk Lane, Tsuen Wan, New Territories, Hong Kong. The opening hours for accepting application on each day (including Tuesdays when the Museum is closed) from the beginning of the application period to 26 January 2026 are from 10 am to 6 pm (except from 10 am to 5 pm on 24 December 2025). On 27 January 2026 (Tuesday), which is the date of Deadline for application, the opening time for application is from 10 am and the Deadline for application is 12:00:00 noon.

<b>A3</b>	<b>What are the points to note for online submission of application documents?</b>
Answer	<p>For online submission of application documents, applicants should take note of the following points:</p> <ul style="list-style-type: none"> <li>(a) applicants should send the application documents via the website of GovHK (the link for online submission of application documents is <a href="https://eform.cefs.gov.hk/form/lcs118/en/">https://eform.cefs.gov.hk/form/lcs118/en/</a>);</li> <li>(b) applicants should ensure that their computers can support the submission of application forms and supporting documents through the platform of GovHK;</li> <li>(c) each online submission should not contain more than one application;</li> <li>(d) applicants should follow the instructions of the application platform and fill in the name of the individual / organisation applicant, proposed project name, correspondence phone number and email address for each separate application, then upload the completed application form and supporting documents (if any);</li> <li>(e) applicants should submit the application forms and supporting documents in DOC, DOCX, JPG, JPEG or PDF (Adobe Portable Document Format) formats;</li> <li>(f) the signature entries in the application forms shall be signed in person, scanned and submitted in PDF format;</li> <li>(g) the submission of the application form, referring to the completed application form and signature entries of the application form only, is limited to not more than 5 documents with a total file size of not more than 10MB; and</li> <li>(h) the submission of supporting documents is limited to not more than 10 documents with a total file size of not more than 20MB. Supporting documents refer to documents relevant to the application, such as organisation registration documents, resumes of directors / office-bearers (that is the resumes of the list of office-bearers registered at the Societies Office of the Police Licensing Office or the resumes of the list of new office-bearers being updated at the Societies Office of the Police Licensing Office), resumes and certificates of project personnel, etc.</li> </ul>

A4	<p><b>What are the circumstances whereby the applications will not be processed or considered?</b></p>
Answer	<p>The following applications will not be processed or considered (<b>see also Part C for eligibility of applicants</b>):</p> <p>(a) According to paragraph 8.5 of the Guide to Application (“the Guide”),</p> <ul style="list-style-type: none"> <li>i. late applications;</li> <li>ii. applications submitted by ways other than through the <b>light brown</b> collection box marked with “ICH Funding Scheme Collection Box” at the Orientation Room 2 of the Hong Kong ICH Centre located at the Sam Tung Uk Museum or via the website of GovHK ( the link for online submission of application documents is <a href="https://eform.cefs.gov.hk/form/lcs118/en/">https://eform.cefs.gov.hk/form/lcs118/en/</a> );</li> <li>iii. applications not submitted by using the designated application forms of the Intangible Cultural Heritage (“ICH”) Funding Scheme 2025: <ul style="list-style-type: none"> <li>- not using the “Application Form for Community-driven Projects 2025” to apply for the “Community-driven Projects”; or</li> <li>- not using the “Application Form for Partnership Projects 2025” to apply for the “Partnership Projects”;</li> </ul> </li> <li>iv. applying for more than one project in one application form;</li> <li>v. the funding amount applied for each project is less than HK\$250,000 (please refer to the explanation in paragraph 6.1 of the Guide for details);</li> <li>vi. applications submitted by organisations but without providing the personal name(s) of the project(s)-in-charge or researcher(s)-in-charge;</li> <li>vii. applications submitted by individuals with the project-in-charge / researcher-in-charge not the individual applicant himself or herself; or</li> <li>viii. new applications submitted by existing grantees / units where their funded / approved projects (including the completion of all approved activities, products and records of the projects) are overdue on the Deadline of application and / or reports (including project report, evaluation report and auditor’s report) supported under the “Community-driven Projects” are overdue on the Deadline of application, except due to force majeure or other uncontrollable causes. The aforementioned overdue situation will be counted against the</li> </ul>

relevant dates listed in the funding agreements or revised dates (if any) approved in writing by the ICH Office. Completion of projects and / or reports is defined as having the written confirmation by the ICH Office on its satisfactory acceptance. If the applicants are locally recognised post-secondary education institutions, the restricted applicants will include both the individual departments or other affiliated / subsidiary units and the project(s)-in-charge (whether applying under the same or different departments or other affiliated / subsidiary units) where their funded projects and / or reports are overdue on the Deadline of application. In the event that the funded projects and / or reports which are overdue on the Deadline of application belong to grantees which are local societies, the restricted applicants will include both the societies concerned and the authorised representatives signing the funding agreement ad personam.

(b) According to the requirements of the Guide for “Community-driven Projects 2025” specified in Annex I, applications of the following nature will not be considered:

- i. the proposed “Community-driven Projects” do not comprise any item in the Representative List of the ICH of Hong Kong or the ICH Inventory of Hong Kong (paragraph 2.1 of Annex I of the Guide);
- ii. New application for the “Community-driven Projects” from existing grantees where their approved / funded Community-driven Project (including the completion of all approved activities, products and records of the projects) and / or reports (including project report, evaluation report and auditor’s report) are overdue on the Deadline of application without written confirmation by the LCSD on its satisfactory acceptance (please refer to paragraph 8.5(g) of the Guide for details);
- iii. the applicants are the undertakers or the supporting units assisting in implementing the “Community-driven Projects” instead of being the presenters or co-presenters (paragraph 1.3 of Annex I of the Guide);
- iv. Post-secondary education institutions recognised locally submit more than one application for the “Community-driven Projects” under the same department or other affiliated / subsidiary unit (paragraph 1.8 of Annex I of the Guide);
- v. Post-secondary education institutions recognised locally submit more than one application for the “Community-driven Projects” with the same project-in-charge (paragraph 1.8 of Annex I of the Guide);

- vi. Post-secondary education institutions recognised locally submit more than one application for the “Community-driven Projects” with the same nature / content of the project (paragraph 1.8 of Annex I of the Guide);
- vii. Applications of new “Community-driven Projects” submitted by locally recognised post-secondary education institutions which are also grantees of existing “Community-driven Projects”, where the individual departments or other affiliated / subsidiary units applying are the same as those departments or other affiliated / subsidiary units of the approved / funded “Community-driven Projects” that are yet to commence or are not yet completed (including the completion of projects and / or the required reports) by the Deadline of application (paragraph 1.9 of Annex I of the Guide);
- viii. Applications of new “Community-driven Projects” submitted by locally recognised post-secondary education institutions which are also grantees of existing “Community-driven Projects”, where the proposed project(s)-in-charge of the new application for the “Community-driven Projects”, whether applying under the same or different departments or other affiliated / subsidiary units, is / are the same as those project(s)-in-charge (or personnel holding equivalent position(s)) of the approved / funded “Community-driven Projects” that are yet to commence or are not yet completed (including the completion of projects and / or the required reports) by the Deadline of application (paragraph 1.9 of Annex I of the Guide);
- ix. Applications submitted by existing grantees of “Community-driven Projects” where the approved / funded project which comprises of training course(s) have not yet commenced by the Deadline of application, and the new applications are on training course(s) of the same nature previously approved / funded under the “Community-driven Projects” (paragraph 1.7 of Annex I of the Guide);
- x. Applications on traditional festivals / sacrificial events / ritual activities applying for the “Community-driven Projects” of more than one year long (paragraph 1.6 of Annex I of the Guide);
- xi. Applications submitted by existing grantees of approved / funded “Community-driven Projects” which comprise annual traditional festivals / sacrificial events / ritual activities for two consecutive years, where the activities of the first year (including all approved activities, products and records / interim report of the first year) are not yet completed by the Deadline of application, and the new applications

submitted are of the same nature irrespective of whether the activities under application are the same as or different from the traditional festivals / sacrificial events / ritual activities previously approved / funded under the “Community-driven Projects” (paragraph 1.7 of Annex I of the Guide); or

xii. Applications submitted by first time grantees of approved / funded “Community-driven Projects” which comprise annual traditional festivals / sacrificial events / ritual activities of one year long, where their projects (including all approved activities, products and records) and the required reports (including evaluation report and auditor’s report) are not yet completed by the Deadline of application with written confirmation by the LCSD on its satisfactory acceptance, and the new applications submitted are of the same nature irrespective of whether the activities under application are the same as or different from the traditional festivals / sacrificial events / ritual activities previously approved / funded under the “Community-driven Projects” (paragraph 1.7 of Annex I of the Guide).

(c) According to paragraph 3.1 of the Guide, the following applications will not be considered:

- i. joint applications from multiple applicants (instead of an application from a single person or an individual organisation);
- ii. applications submitted by individual applicants who are full-time staff members of post-secondary education institutions whereby the respective applicant fails to provide documentary proof issued by the person-in-charge of the relevant institution showing the approval for the applicant concerned to apply under his / her own name and the confirmation that the proposed project does not fall under the scope of the relevant institution’s own funding support;
- iii. applications submitted by the affiliated units / subsidiaries which are not independent / legal entities;
- iv. applications that could not meet the eligibility criteria by the Deadline (such as not possessing the acknowledgement / certificate of registration or exemption from registration of a society, or a valid Hong Kong identity card);
- v. applications from applicants that a petition has been filed, or proceedings have commenced, or the court has issued an order, or a resolution has passed requesting an applicant to liquidate or declare bankruptcy by the

	<p>relevant parties; or</p> <p>vi. applications from applicants who no longer meet the eligibility criteria (such as a company is no longer listed in the Companies Register of the Companies Registry, or a society has dissolved, or an organisation is no longer a locally recognised charity or a local registered and non-profit making company / society).</p> <p>(d) According to paragraph 8.8 of the Guide, the following applications will not be considered:</p> <ol style="list-style-type: none"> <li>i. applications not complying with the requirements set forth in the Guide, the “Application Form for Community-driven Projects 2025” and the “Application Form for Partnership Projects 2025” or with incomplete information;</li> <li>ii. applications providing in the application forms and supporting documents with false, untrue, forged, inaccurate or incomplete declarations, guarantees, or statements, as well as plagiarised, copied, misleading, concealed parts, or with any content or information that infringed the intellectual property rights of any person or contravene the Copyright Ordinance (Cap. 528). In case of such contraventions, the Leisure and Cultural Services Department (“the LCSD”) will reject the applications and will also withdraw any funding support already approved; or</li> <li>iii. the LCSD reserves the right to disqualify an applicant on grounds that the applicant (including projects-in-charge / researchers-in-charge, project personnel and collaborators) has engaged, is engaging, or is reasonably believed to have engaged or be engaging in acts or activities that are likely to cause or constitute the occurrence of offences endangering national security or otherwise the exclusion is necessary in the interest of national security, or is necessary to protect the public interest, public morals, public order and public safety of Hong Kong. In case of such contraventions, the LCSD reserves the right to withdraw any funding support already approved.</li> </ol> <p>(e) According to paragraph 11 of the Guide, the following applications will not be accepted:</p> <p>The applicants and grantees (including all project personnel and collaborators) failed to observe strictly the provisions in the Prevention of Bribery Ordinance (Cap. 201). Such provisions include prohibition from offering or soliciting money, gifts or any other advantages to or from any</p>
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	<p>person, or accepting money, gifts or any other advantages from any person during the submission and assessment of applications as well as implementation of the funded projects, or in connection with the funded projects. Applicants, grantees and related persons (including associates and associated persons) of the two are prohibited from offering any advantages to, or soliciting and receiving any advantages from the members of the ICH Advisory Committee (“ICHAC”), the Sub-committee on ICH Funding Scheme and the Sub-committee on ICH Items, staff members of the LCSD and the ICH Office as well as experts and other personnel assigned to process and assess the applications, monitor the progress of funded projects and evaluate the effectiveness of funding support. In case offences are committed under the Ordinance, the concerned applications or approved grants will be declared null and void.</p>
<b>A5</b>	<p><b>If applicants would like to apply for both the “Community-driven Projects” and “Partnership Projects”, which application form should they use?</b></p>
Answer	<p>Please use the “Application Form for Community-driven Projects 2025” to apply for the “Community-driven Projects”, and the “Application Form for Partnership Projects 2025” to apply for the “Partnership Projects”.</p> <p>According to paragraph 8.5 of the Guide, an application form containing applications for more than one project <u>will not be accepted or considered</u>.</p>
<b>A6</b>	<p><b>If applicants would like to apply for two project items under the “Partnership Projects”, can they fill in just one “Application Form for the Partnership Projects 2025”?</b></p>
Answer	<p>If an applicant is applying for more than one project item under the “Partnership Projects”, he or she should submit a separate “Application Form for Partnership Projects 2025” together with supporting documents for each project item in a separate envelope (each envelope should not contain more than one application); or send a separate application for each application item via the website of GovHK and fill in the name of the individual / organisation applicant, proposed project name, correspondence phone number and email address in accordance with the instructions of the application platform (each online submission should not contain more than one application). Each applicant can only submit one application for each single project item with the exception of locally recognised post-secondary education institutions which meet the respective eligibility criteria and</p>

	<p>requirements. Each department or other affiliated / subsidiary unit of locally recognised post-secondary education institutions can only submit one application for each single project item under “Partnership Projects” while the same project-in-charge / researcher-in-charge, whether applying under the same or different departments or other affiliated / subsidiary units, can only submit one application for each project item under “Partnership Projects”.</p> <p>Please note that according to paragraph 8.5 of the Guide, an application form containing applications for more than one project <u>will not be accepted or considered</u>.</p>
<b>A7</b>	<p><b>If applicants have already filled out the application forms of the previous year, can they be exempted from submitting new application forms?</b></p>
Answer	<p>The LCSD has reviewed and amended the application forms for this new round of application. The requirements of the new forms are different from the old ones. Applicants should use the “Application Form for Community-driven Projects 2025” to apply for the “Community-driven Projects”, and the “Application Form for Partnership Projects 2025” to apply for the “Partnership Projects”.</p> <p>Please note that according to paragraph 8.5 of the Guide, any applications submitted without using the designated application forms of the ICH Funding Scheme 2025 <u>will not be processed or considered</u>.</p>
<b>A8</b>	<p><b>Should application forms be signed by heads of organisations, instead of persons-in-charge of the affiliated units / subsidiaries of organisations?</b></p>
Answer	<p>Application forms should be signed by individual applicants or heads / authorised persons of organisation applicants.</p>
<b>A9</b>	<p><b>Could applicants make amendments to the submitted applications, or submit supplementary information / improvement plans?</b></p>
Answer	<p>Applicants can still submit supplementary information or amend the application documents before the Deadline, but they should state clearly the purpose of the submission to avoid confusion.</p> <p>Any amendments to the application forms and content of the proposed projects after the Deadline will not be considered, unless the LCSD requires the applicants</p>

	to elaborate or provide supplementary information / documents on their applications.
<b>A10</b>	<b>Will the ICH Office acknowledge receipt of applications submitted before the Deadline?</b>
Answer	<p>For applications sent via the website of GovHK, the system would issue an email confirmation to the applicants with a reference number for subsequent enquiry upon each successful submission.</p> <p>For applications submitted through the <b>light brown</b> collection box marked with “ICH Funding Scheme Collection Box” at the Orientation Room 2 of the Hong Kong ICH Centre located at the Sam Tung Uk Museum, the ICH Office will only open the collection box and record the applications after the Deadline. Applicants may contact the ICH Office at 2267 1971 if they did not receive any acknowledgement from the ICH Office within two weeks after the Deadline.</p>

<b>B. Objectives, Targets and Outcomes</b>	
<b>B1</b>	<b>Is it necessary for a proposed project under application to meet all of the objectives of the funding scheme listed on the Guide? Is there any priority among the objectives?</b>
Answer	<p>The purpose of the ICH Funding Scheme is to support local organisations and individuals with relevant experience to carry out projects related to local Intangible Cultural Heritage (ICH), with the following objectives :</p> <ul style="list-style-type: none"> <li>(a) to strengthen the safeguarding, research, education, promotion and transmission of local ICH items;</li> <li>(b) to engage the participation of the community in safeguarding local ICH; and</li> <li>(c) to enhance public awareness, understanding and respect with regard to local ICH.</li> </ul> <p>The LCSD does not require the proposed project under application to achieve all the above objectives, and there is no priority among them. The Sub-committee on ICH Funding Scheme and the LCSD will consider whether the applications meet the objectives of the ICH Funding Scheme in accordance with the assessment criteria.</p> <p>The assessment criteria of the ICH Funding Scheme are as follows:</p> <ul style="list-style-type: none"> <li>(a) the proposed projects comply with the objectives of the ICH Funding Scheme, are of cultural values and can effectively manifest the cultural substance of the related local ICH item(s);</li> <li>(b) the proposed projects demonstrate unique ideas / concepts, while the proposed forms of implementation are appropriate and feasible;</li> <li>(c) the applicants possess the relevant knowledge and skills, and have good track records; and the local personnel who will carry out or participate in the projects include local practitioner(s) or members of local organisation(s) of the related ICH item(s), or those with the relevant cultural and artistic literacy or administrative ability, qualifications, experience or reputation; and</li> <li>(d) the proposed projects are of social impact and benefit, including the promotion, safeguarding and transmission of ICH in local academia /</li> </ul>

	<p>schools or different communities / groups.</p> <p>Equal weightings will be assigned to the above four assessment criteria.</p>
<b>B2</b>	<p><b>Who are the targets of the ICH Funding Scheme? Can the ICH Office provide a list of local ICH practitioners or organisations for reference? How does the ICH Office identify an applicant as local practitioners or organisations?</b></p>
Answer	<p>The “Community-driven Projects” mainly targets at:</p> <ul style="list-style-type: none"> <li>(a) local practitioners or organisations of Hong Kong ICH items;</li> <li>(b) local organisations or individuals possessing techniques and knowledge related to Hong Kong ICH items, or with the capability of transmitting rituals and traditions of local ICH items;</li> <li>(c) local cultural organisations, academic institutions or individuals conducting researches on local ICH; and</li> <li>(d) local organisations or individuals capable of promoting Hong Kong ICH items to the public and in communities / groups.</li> </ul> <p>Due to the large number of local ICH items with different nature, there is not a list containing all the local practitioners or organisations of Hong Kong ICH items. However, applicants are encouraged to submit resumes and proofs of experience of the relevant personnel or organisations to facilitate the assessment of applications.</p>
<b>B3</b>	<p><b>Who owns the intellectual property rights of project outcomes such as monographs, creative items, documentaries? Is it the grantee or the ICH Office?</b></p>
Answer	<p>Except for any materials used in the project containing works / deliverables and information (including but not limited to any words, voice records, images, video productions, and other forms of works / deliverables and information) which the intellectual property rights (IPR) belong to a third party (“Third Party Materials”), all the IPR of the project materials are owned by the grantee once generated.</p> <p>With respect to any Third Party Materials used (including replication, distribution, publication and / or communication to the public, etc) in relation to</p>

	<p>the project, or contained or incorporated in the project materials, the grantee shall obtain or procure the prior written consents or licences from the owners of the relevant IPR to use the Third Party Materials, so as to facilitate the implementation of the funded project without violating the IPR of any person or any other rights. As the grantee is responsible for all relevant costs and expenses incurred, please budget for sufficient fees for such expenditures when submitting applications.</p> <p>Nonetheless, the grantees should unconditionally grant the Government of the Hong Kong Special Administrative Region (“Hong Kong Government”), a perpetual, irrevocable, non-exclusive, freely transferrable, worldwide, royalty-free and sub-licensable licence, to use all or any part and copies of the Project Materials for public release, publication, issuance, dissemination, exhibition, performance, screening, playing, showing, broadcast or presenting, uploading, storing, archiving, copying, translation, or for any other purposes (including but not limited to academic, research, assessment, evaluation, auditing, education, publicity, promotion, and development use) in any form and media (including but not limited to webpages, reports, publications, platforms and media owned, managed, participated in or published by the Hong Kong Government). The licence shall take effect upon the creation of the Project Materials.</p>
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## C. Eligibility of Applicants and Restrictions on Number of Applications

### Applications from organisations

C1	<p><b>Is an organisation currently applying for registration required to complete the registration procedures before submitting an application for the ICH Funding Scheme?</b></p>
Answer	<p>Organisation applicants of the “Community-driven Projects” must satisfy one of the following eligibility criteria as listed in <u>Annex I</u> of the Guide:</p> <ul style="list-style-type: none"> <li>(a) charities recognised locally;</li> <li>(b) locally registered and non-profit making companies;</li> <li>(c) locally registered and non-profit making societies; or</li> <li>(d) post-secondary education institutions recognised locally.</li> </ul> <p>Applicants should have met at least one of the above eligibility criteria by the Deadline and submit a copy of the documentary proofs on the establishment and registration of the organisation as listed in <u>Annex I</u> of the Guide.</p>
C2	<p><b>What are non-profit making organisations?</b></p>
Answer	<p>Non-profit making organisations are as follows:</p> <ul style="list-style-type: none"> <li>(a) <b>Charities recognised locally</b> Organisations which are exempt from tax under Section 88 of the Inland Revenue Ordinance.</li> <li>(b) <b>Locally registered and non-profit making companies</b> Companies registered under the Companies Ordinance (Cap. 622) or the old Companies Ordinance (Cap. 32), with articles of association / memorandum and articles of association already registered at the Companies Registry which include clauses or wordings that contain the meaning of prohibiting the distribution of the companies’ profits or assets amongst their members upon dissolution, and have no reference to the distribution of profits to their members in their objects and powers.</li> <li>(c) <b>Locally registered and non-profit making societies</b> Societies registered under the Societies Ordinance (Cap. 151), with constitutions / articles of associations / minutes of meeting which include clauses or wordings that contain the meaning of prohibiting the distribution</li> </ul>

	<p>of the organisations' profits or assets amongst their members, or that the remaining assets will be used for charitable purposes or donated to other charities / non-profit making groups / groups with similar mission upon dissolution; and have no reference to the distribution of profits to their members in their objects and powers.</p>
<b>C3</b>	<p><b>What are locally recognised post-secondary education institutions? Could a list containing the eligible post-secondary education institutions be provided for reference? For applications submitted by locally recognised post-secondary education institutions, what are the eligibility criteria and requirements?</b></p>
Answer	<p>The “Community-driven Projects” accept applications from the local degree-awarding higher education institutions as listed on the Education Bureau’s website, the local self-financing post-secondary institutions listed on the website of Concourse for Self-financing Post-secondary Education and the member institutions which provide manpower training under the Vocational Training Council. Applicants may refer to the Education Bureau’s, Concourse for Self-financing Post-secondary Education’s and Vocational Training Council’s websites for the lists.</p> <p>Departments and other affiliated / subsidiary units of the above locally recognised post-secondary education institutions can submit applications individually. However, each department or other affiliated / subsidiary unit of locally recognised post-secondary education institutions can only submit one application; likewise the same project-in-charge can only submit one application in the name of locally recognised post-secondary education institutions. Besides, the nature / content of each “Community-driven Project” submitted by locally recognised post-secondary education institutions should be different (please refer to paragraph 3.5(a) and paragraph 1.8 of Annex I of the Guide for details).</p> <p>For applications of new “Community-driven Projects” submitted by locally recognised post-secondary education institutions which are also grantees of existing “Community-driven Projects”, the individual departments or other affiliated / subsidiary units applying for the new “Community-driven Projects” should be different from those departments or other affiliated / subsidiary units of the approved / funded “Community-driven Projects” that are yet to commence or are not yet completed (including the completion of projects and / or the required reports) by the Deadline of application; and the proposed project(s)-in-</p>

charge of the new application for “Community-driven Projects”, whether applying under the same or different departments or other affiliated / subsidiary units, should be different from those projects-in-charge (or personnel holding equivalent position(s)) of the approved / funded “Community-driven Projects” that are yet to commence or are not yet completed (including the completion of projects and / or the required reports) by the Deadline of application. The LCSD will also process applications from individual departments and other affiliated / subsidiary units from the same locally recognised post-secondary education institution independently (please refer to paragraph 1.9 of Annex I of the Guide for details).

Besides, we accept applications from post-secondary education institutions recognised locally on projects comprising systematic and continuous transmission training courses with distinctive cultural substance. Such applicants may apply for funding for such activities or courses over two consecutive years depending on their needs (please refer to paragraph 3.6(a)(iii) of the Guide for details).

Other than the above, please note that new applications submitted by existing grantees / units where their funded / approved projects (including the completion of all approved activities, products and records of the projects) and / or reports (including project report, evaluation report and auditor’s report) supported under the “Community-driven Projects” are overdue on the Deadline of application will not be processed or considered, except due to force majeure or other uncontrollable causes. The aforementioned overdue situation will be counted against the relevant dates listed in the funding agreements or revised dates (if any) approved in writing by the ICH Office. Completion of projects and / or reports is defined as having the written confirmation by the ICH Office on its satisfactory acceptance. For applicants of locally recognised post-secondary education institutions, the restricted applicants will include both the individual departments or other affiliated / subsidiary units and the project(s)-in-charge (whether applying under the same or different departments or other affiliated / subsidiary units) where their funded projects and / or reports are overdue on the Deadline of application (please refer to paragraph 8.5(g) of the Guide for details).

For applications for the “Partnership Projects”, each department or other affiliated / subsidiary unit of locally recognised post-secondary education institutions can only submit one application for each single project item under “Partnership Projects” while the same project-in-charge / researcher-in-charge, whether applying under the same or different departments or other affiliated /

	subsidiary units, can only submit one application for each project item under “Partnership Projects” (please refer to paragraph 3.5(b) of the Guide for details).
<b>C4</b>	<b>Apart from locally recognised post-secondary education institutions, can pre-primary education institutions, primary schools and secondary schools submit applications?</b>
Answer	<p>Apart from locally recognised post-secondary education institutions, pre-primary education institutions, primary schools and secondary schools meeting one of the following eligibility criteria can also apply for the “Community-driven Projects”:</p> <ul style="list-style-type: none"> <li>(a) charities recognised locally;</li> <li>(b) locally registered and non-profit making companies; or</li> <li>(c) locally registered and non-profit making societies.</li> </ul> <p>For the “Partnership Projects”, “Survey and Research for Enriching the Intangible Cultural Heritage Inventory of Hong Kong” only accepts applications from higher education institutions recognised locally and Hong Kong residents with a valid Hong Kong Identity Card (please refer to Annex IV of the Guide for details). For the other two project items, including “ICH Event Calendar on Traditional Festivals and Rituals” and “ICH Creation”, please refer to <u>Annex II</u> and <u>Annex III</u> of the Guide for the eligibility of applicants of each project item.</p> <p>Furthermore, pre-primary education institutions, primary schools and secondary schools may consider taking part in activities supported under the “Partnership Projects” and “Community-driven Projects” which are suitable for students and could provide them with opportunities to learn about local ICH, such as “ICH @ Schools”, “ICH Mobile Centre” and “ICH Domain” launched under the “Partnership Projects”.</p>

#### Applications from individuals

<b>C5</b>	<b>Can individuals apply for funding?</b>
Answer	Individual applicants should be Hong Kong residents with a valid Hong Kong Identity Card, reach the age of 18 years old by the Deadline. Individual applicants applying for the “Community-driven Projects” must fulfill one of the following conditions:

	<p>(a) local practitioners of Hong Kong ICH items;</p> <p>(b) individuals possessing techniques and knowledge related to local ICH items, or with the capability of transmitting rituals and traditions of local ICH items;</p> <p>(c) individuals with experience in conducting researches on local ICH; or</p> <p>(d) individuals with experience in promoting local ICH items to the public and in communities / groups.</p> <p>Individual applicants should be the projects-in-charge.</p> <p>Three Partnership Projects are launched under the “Partnership Projects 2025” with both the project items of “ICH Creation” and “Survey and Research for Enriching the Intangible Cultural Heritage Inventory of Hong Kong” accepting applications from individuals, while the remaining project of “ICH Event Calendar on Traditional Festivals and Rituals” would not accept applications from individuals. Please refer to <u>Annex III</u> and <u>Annex IV</u> of the Guide for details of the eligibility criteria for individual applicants applicable to the first two project items mentioned above.</p>
<b>C6</b>	<b>Can professors, scholars or researchers in post-secondary education institutions apply for funding as individual applicants to conduct research or training programmes for their institutions?</b>
Answer	If an applicant is a full-time staff member of a post-secondary education institution and is applying on an individual basis, he / she should provide the documentary proof issued by the person-in-charge of the relevant institution showing the approval for the applicant concerned to apply under his / her own name and the confirmation that the proposed project does not fall under the scope of the relevant institution’s own funding support. If the relevant application is submitted on behalf of the post-secondary education institution where the applicant is working for, the applicant must apply for funding in the name of his or her institution.
<b>Restrictions on the quantity and frequency of application</b>	
<b>C7</b>	<b>As mentioned in the Guide, each organisation can only submit one application for the “Community-driven Projects”. Does it mean that subsidiaries or branches of voluntary organisations cannot submit applications on their own? Besides, can different departments and affiliated / subsidiary units of post-secondary education institutions submit applications on their own?</b>

Answer	<p>For the “Community-driven Projects”, affiliated units / subsidiaries that are not independent / legal entities must submit their applications in the name of their parent organisations having independent / legal entity status. Each parent organisation will be counted as an independent applicant. The headquarters or central coordinating units of such organisations could consolidate the projects of their affiliated units / subsidiaries into one application.</p> <p>However, affiliated units / subsidiaries can submit applications on their own if they meet one of the following eligibility criteria:</p> <ul style="list-style-type: none"> <li>(a) Charities recognised locally;</li> <li>(b) Locally registered and non-profit making companies;</li> <li>(c) Locally registered and non-profit making societies; or</li> <li>(d) Post-secondary education institutions recognised locally.</li> </ul> <p>Departments and other affiliated / subsidiary units under locally recognised post-secondary education institutions, including the local degree-awarding higher education institutions listed on the Education Bureau’s website, the local self-financing post-secondary institutions listed on the website of Concourse for Self-financing Post-secondary Education and the member institutions which provide manpower training under the Vocational Training Council will be counted as independent applicants, as long as the “eligibility of applicants” listed in the respective annexes is met. Such eligibility criteria would include each department or other affiliated / subsidiary unit can only submit one application; likewise the same project-in-charge can only submit one application in the name of locally recognised post-secondary education institutions, and the nature / content of each “Community-driven Project submitted by locally recognised post-secondary education institutions should be different.</p> <p>Applicants are also subject to the restrictions set out in the <b>answer of C9</b> below. Please refer to <u>Annex I</u> of the Guide for details.</p>
C8	<p><b>As applicants can only submit one application for the “Community-driven Projects”, are they allowed to submit applications on the “Partnership Projects” as well? Can applicants apply for more than one project item under the “Partnership Projects”? In addition, can a local ICH practitioner participate in more than one project?</b></p>

Answer	<p>Yes. Applicants can submit applications for both the “Community-driven Projects” and “Partnership Projects”. Applicants may also apply for more than one project item under the “Partnership Projects” as long as only one application is submitted for each single project item with the exception of locally recognised post-secondary education institutions which meet the respective eligibility criteria and requirements. Each department or other affiliated / subsidiary unit of locally recognised post-secondary education institutions can only submit one application for each single project item under “Partnership Projects” while the same project-in-charge / researcher-in-charge, whether applying under the same or different departments or other affiliated / subsidiary units, can only submit one application for each project item under “Partnership Projects”. The eligibility criteria vary for each project item under the “Partnership Projects”. Please refer to <u>Annex II</u> to <u>Annex IV</u> of the Guide for details.</p> <p>Applicants are also subject to the restrictions set out in the <b>answer of C9</b> below. Please refer to <u>Annex I</u> of the Guide for details.</p> <p>There is no limit on the number of projects in which a local ICH practitioner can participate under the ICH Funding Scheme.</p>
<b>C9</b>	<p><b>Are existing grantees required to complete the approved / funded projects before submitting new applications?</b></p>
Answer	<p>Existing grantees / units of the “Community-driven Projects” whose approved / funded project is yet to commence or not yet due for completion may submit a new application for the “Community-driven Project”. For approved / funded “Community-driven Projects” comprising training course(s), existing grantees can submit another application on training course(s) of the same nature under the “Community-driven Projects” only if they have commenced the approved / funded training course(s) by the Deadline of application. For approved / funded projects comprising annual traditional festivals / sacrificial events / ritual activities for two consecutive years, existing grantees must complete all the activities of the first year of their approved project (including all approved activities, products and records / interim report of the first year) by the Deadline of application before submitting another application of the same nature, irrespective of whether the activities under application are the same as or different from the traditional festivals / sacrificial events / ritual activities as previously approved / funded under the “Community-driven Projects”. For approved / funded projects comprising annual traditional festivals / sacrificial events / ritual activities of one year long,</p>

first time grantees must complete all their projects (including all approved activities, products and records) and the required reports (including evaluation report and auditor's report) with the written confirmation by the LCSD on its satisfactory acceptance by the Deadline of application, before submitting another application of the same nature irrespective of whether the activities under application are the same as or different from the traditional festivals / sacrificial events / ritual activities previously approved / funded under the "Community-driven Projects".

Under all circumstances in the event that the new application for the "Community-driven Projects" is supported, the LCSD will only give conditional funding offer. Upon the applicant's completion of the previously funded "Community-driven Project" and the required reports by the designated date to the satisfactory acceptance in writing by the LCSD, the LCSD will confirm the grant and enter into agreement for the new project. The successful applicants can only commence the new project after signing the funding agreement.

However, new applications submitted by existing grantees / units where their funded / approved projects (including the completion of all approved activities, products and records of the projects) and / or reports (including project report, evaluation report and auditor's report) supported under the "Community-driven Projects" are overdue on the Deadline of application, will not be accepted or considered, except due to force majeure or other uncontrollable causes. The aforementioned overdue situation will be counted against the relevant dates listed in the funding agreements or revised dates (if any) approved in writing by the ICH Office. Completion of projects and / or reports is defined as having the written confirmation by the ICH Office on its satisfactory acceptance. If the applicants are locally recognised post-secondary education institutions, the restricted applicants will include both the individual departments or other affiliated / subsidiary units and the project(s)-in-charge (whether applying under the same or different departments or other affiliated / subsidiary units) where their funded projects and / or reports are overdue on the Deadline of application. In the event that the funded projects and / or reports which are overdue on the Deadline of application belong to grantees which are local societies, the restricted applicants will include both the societies concerned and the authorised representatives signing the funding agreement ad personam (please refer to paragraph 8.5(g) of the Guide for details).

	<p>For applications of new “Community-driven Projects” submitted by locally recognised post-secondary education institutions which are also grantees of existing “Community-driven Projects”, the individual departments or other affiliated / subsidiary units applying for the new “Community-driven Project” should be different from those departments or other affiliated / subsidiary units of the approved / funded “Community-driven Projects” that are yet to commence or are not yet completed (including the completion of projects and / or the required reports) by the Deadline of application; and the proposed project(s)-in-charge of the new application for the “Community-driven Projects”, whether applying under the same or different departments or other affiliated / subsidiary units, should be different from those projects-in-charge (or personnel holding equivalent position(s)) of the approved / funded “Community-driven Projects” that are yet to commence or are not yet completed (including the completion of the projects and / or the required reports) by the Deadline of application. The LCSD will also process applications from individual departments and other affiliated / subsidiary units from the same locally recognised post-secondary education institution independently (please refer to paragraph 1.9 of Annex I of the Guide for details).</p> <p>In addition, the LCSD reserves the right not to consider applications that do not meet the various requirements set out above.</p>
<b>C10</b>	<b>For applicants of traditional festivals / sacrificial events / ritual activities under the “Community-driven Projects”, what are the eligibility criteria and requirements or restrictions on application?</b>
Answer	<p>According to paragraph 3.6(a)(iv) of the Guide and paragraph 1.6 of its <u>Annex I</u>, all applicants of traditional festivals / sacrificial events / ritual activities could only apply for “Community-driven Projects” of not more than one year long. Such applicants should also submit application on all traditional festivals / sacrificial events / ritual activities which will be held within the same funding year in one single project to the LCSD, and should not divide the activities into different projects when applying for funding support. The LCSD encourages applicants of “Community-driven Projects” to include education or promotion activities, such as guided tours, in projects comprising traditional festivals / sacrificial events / rituals for promoting ICH in the community.</p> <p>For approved / funded projects comprising annual traditional festivals / sacrificial events / ritual activities for two consecutive years, existing grantees must complete</p>

	<p>all the activities of the first year of their approved project (including all approved activities, products and records / interim report of the first year) by the Deadline of application before submitting another application of the same nature, irrespective of whether the activities under application are the same as or different from the traditional festivals / sacrificial events / ritual activities previously approved / funded.</p> <p>For approved / funded projects comprising annual traditional festivals / sacrificial events / ritual activities of one year long, first time grantees must complete all their projects (including all approved activities, products and records) and the required reports (including evaluation report and auditor's report) with the written confirmation by the LCSD on its satisfactory acceptance by the Deadline of application, before submitting another application of the same nature irrespective of whether the activities under application are the same as or different from the traditional festivals / sacrificial events / ritual activities previously approved / funded.</p> <p>Besides, new applications submitted by existing grantees / units where their funded / approved projects (including the completion of all approved activities, products and records of the projects) and / or reports (including project report, evaluation report and auditor's report) supported under the “Community-driven Projects” are overdue on the Deadline of application will not be processed or considered, except due to force majeure or other uncontrollable causes. The aforementioned overdue situation will be counted against the relevant dates listed in the funding agreements or revised dates (if any) approved in writing by the ICH Office. Completion of projects and / or reports is defined as having the written confirmation by the ICH Office on its satisfactory acceptance. In the event that the funded projects and / or reports which are overdue on the Deadline of application belong to grantees which are local societies, the restricted applicants will include both the societies concerned and the authorised representatives signing the funding agreement ad personam (please refer to paragraph 8.5(g) of the Guide for details).</p>
<b>C11</b>	<b>Can unsuccessful applicants of previous rounds of the “Community-driven Projects” apply for funding on the same project proposed previously?</b>
Answer	We recommend such applicants to read through the requirements of the “Community-driven Projects”, including the eligibility of applicants, assessment criteria and scope of support in the Guide to decide whether improvements are required for the proposed projects before submitting new applications.

C12	<p><b>The Application Form for “Community-driven Projects” lists out four types of activities or programmes of different nature, including “Education and Public Programmes”, “Large-scale / One-off Event(s)”, “Exhibitions” and “Research / Preservation / Recording / Publication”. Is there a need to concurrently apply for all four types of activities or programmes? And if more than one type of activities or programmes are applied, should the same form or separate forms be used?</b></p>
Answer	<p>The applicant should choose and fill in the appropriate project content in the same application form according to his / her expertise and the requirements of the proposed project under application. There is not a need to apply for all types of activities or programmes at the same time. The Guide also states that an applicant should not split a series of continuous and similar activities or programmes into more than one project and submit applications to the LCSD under different names.</p>
C13	<p><b>If the application for the “Community-driven Projects 2025” is successful and the proposed project is supported, what are the pre-conditions or restrictions on applying for new “Community-driven Projects” thereafter?</b></p>
Answer	<p>In principle, all successful applicants of the “Community-driven Projects 2025” should complete the approved / funded projects and their required reports with the written confirmation by the LCSD on its satisfactory acceptance before submitting a new application for the “Community-driven Projects” thereafter, unless exemptions are granted by the LCSD.</p> <p>Starting from the “Community-driven Projects 2026”, all successful applicants and grantees of the “Community-driven Projects” should in principle complete all the approved / funded projects and their required reports with the written confirmation by the LCSD on its satisfactory acceptance before submitting a new application for the “Community-driven Projects”. The relevant requirements specified in the “Intangible Cultural Heritage Funding Scheme 2026 — Guide to Application” shall prevail.</p>

## **D. Scope of Support and Collaborators**

**(D1 to D3 and D5 to D10 only apply to the “Community-driven Projects”. For the “Partnership Projects”, please refer to Annex II to Annex IV of the Guide for the scope of support for each project item.)**

### **ICH items**

<b>D1</b>	<b>Can applicants apply for funding to promote more than one ICH item? If the ICH item of a proposed project is not a sub-item but falls under a parent item in the ICH Inventory of Hong Kong, will such applications be accepted?</b>
Answer	Applicants can cover more than one local ICH item on the Representative List of the ICH of Hong Kong or the ICH Inventory of Hong Kong in their applications. Applicants can also submit applications as long as the respective ICH item(s) are on the Representative List of the ICH of Hong Kong or the ICH Inventory of Hong Kong, be it a parent item or sub-item.
<b>D2</b>	<b>Will the ICH Funding Scheme provide funding for ICH items outside Hong Kong and non-local ICH practitioners? Are personnel implementing or participating in the project required to be Hong Kong residents?</b>
Answer	The scope of support for the “Community-driven Projects” covers projects related to the items in the Representative List of the ICH of Hong Kong and the ICH Inventory of Hong Kong, and ICH item(s) of which shall be included in the application. There is no restriction on the number of ICH items to include. The proposed projects should be carried out locally to maximise the social benefits of the projects for the betterment of Hong Kong citizens. As such, ICH items outside Hong Kong or non-local ICH practitioners as well as applicants or project personnel who have not yet obtained a valid Hong Kong Identity Card are not under the scope of support of the ICH Funding Scheme.
<b>D3</b>	<b>Can applications be submitted to promote item(s) not yet on the Representative List of the ICH of Hong Kong and the ICH Inventory of Hong Kong?</b>
Answer	No. ICH item(s) in the Representative List of the ICH of Hong Kong and the ICH Inventory of Hong Kong shall be included in each application. There is no restriction on the number of ICH items to include. Besides, if the proposed item is not yet listed on the Representative List of the ICH of Hong Kong or the ICH

	Inventory of Hong Kong, one can fill in and submit the ICH Report Form to the ICH Office. The ICH Office will assess the submitted ICH Report Form and present it to the Sub-committee on ICH Items and the ICHAC for considering whether the proposed item should be added to the ICH Inventory of Hong Kong. Nonetheless, the LCSD will only consider projects on item(s) already listed in the Representative List of the ICH of Hong Kong and Inventory ICH of Hong Kong on the Deadline of application.
<b>Collaborators</b>	
<b>D4</b>	<b>What are the eligibility requirements for collaborators of applicants? Are collaborators required to be non-profit making in nature?</b>
Answer	<p>The ICH Office encourages applicants to collaborate with organisations possessing the relevant skills and knowledge of local ICH items, or capable of transmitting the rituals and traditions of local ICH items, so as to enhance the cultural values of the projects. Applicants are also welcome to seek the support of various collaborators in other forms, such as technical support, venue support, volunteer support, etc., with a view to enhancing the effectiveness of the project and broadening the participation of different sectors of the community in the project, as well as creating synergy.</p> <p>Except that the funded collaborators must be local organisations, there are no other restrictions set.</p>
<b>Priority of support</b>	
<b>D5</b>	<b>Among the projects given priority of support as listed in the Guide, which types of projects will be accorded higher priority? Are the projects listed in order of priority?</b>
Answer	<p>The “Community-driven Projects” accord priority consideration in the support of the following projects:</p> <ul style="list-style-type: none"> <li>(a) projects related to the items in the Representative List of the ICH of Hong Kong or the ICH Inventory of Hong Kong with an urgent need for preservation;</li> <li>(b) projects with participation of local practitioners or organisations of Hong Kong ICH items;</li> </ul>

	<p>(c) projects that allow local practitioners or organisations of Hong Kong ICH items and related stakeholders to participate in or to showcase their works and techniques, as well as to manifest the cultural substance of Hong Kong ICH items;</p> <p>(d) transmission projects implemented or participated by local practitioners or organisations of Hong Kong ICH items, especially training programmes in different forms to nurture the next generation or new practitioners;</p> <p>(e) research projects that collect, record, preserve, collate, publish, broadcast or disseminate through the internet the information of local ICH, including oral history, audio-visual recordings, documentaries and other information with preservation value. The LCSD also encourages “Community-driven Projects” involving publications to publicise their products via online platforms to enhance the effectiveness of the project and to broaden the beneficiaries of the project;</p> <p>(f) projects that promote or further the development of local ICH in communities or groups;</p> <p>(g) projects that develop local ICH education resources or promote the education of Hong Kong ICH in schools;</p> <p>(h) projects that allow young people locally to participate in or develop local ICH; and</p> <p>(i) other new projects that revitalise fading Hong Kong ICH items.</p> <p>The priority of support is equal among the above items.</p>
<b>D6</b>	<b>For the “Community-driven Projects”, are there priority consideration accorded to different nature of activities or programmes?</b>
Answer	<p>Under the “Community-driven Projects”, in view of the circumstances in the development of individual ICH items and resources consideration, the following factors for consideration will apply. For applications related to Cantonese opera / Cantonese operatic singing, the LCSD will focus on considering research / preservation / recording / publication projects. For applications related to martial arts, the LCSD will accord priority consideration to projects on research / preservation / recording / publication.</p> <p>For applications comprising other ICH items, there is no priority consideration accorded to different nature of activities or programmes. Besides, all applications will be considered according to the established assessment criteria. Applicants</p>

	may apply for the suitable activities or programmes depending on their own needs and specialties.
<b>Projects / activities not within the scope of support</b>	
<b>D7</b>	<b>For the “Community-driven Projects”, if certain organisations have received funding support from other government departments or public funds, or the proposed projects are within the scope of support of other funds or funding schemes, will they be eligible to apply for the ICH Funding Scheme as well?</b>
Answer	The LCSD reserves the right not to support the proposed projects that fall under the scope of support of other funds or funding schemes to avoid duplication of resources and overlapping of roles. Double subsidy or sponsorship will not be allowed for any item in the application.
<b>D8</b>	<b>As mentioned in the Guide, the “Community-driven Projects” will not support applications that promote ICH through the provision of entertainment activities. Will the ICH items related to foodways be eligible for funding application?</b>
Answer	The scope of support for the “Community-driven Projects” covers projects related to the items in the Representative List of the ICH of Hong Kong and the ICH Inventory of Hong Kong, including ICH items related to foodways. However, the LCSD will not support entertainment activities. “Entertainment” refers to “the provision of food or drink, for consumption on the occasion when it is provided, and of any other entertainment connected with or provided at the same time”.
<b>D9</b>	<b>What kinds of projects / activities are outside the scope of support of the “Community-driven Projects”?</b>
Answer	<p>The following projects / activities are outside the scope of support of the “Community-driven Projects”:</p> <ul style="list-style-type: none"> <li>(a) projects that fall under the scope of support of other funds / funding schemes to avoid duplication of resources and overlapping of roles. The LCSD reserves the right not to support such kind of projects;</li> <li>(b) projects that promote ICH through the provision of charitable services or entertainment activities, disbursement of relief fund, fund raising or distribution of priced complimentary tickets / free vouchers;</li> </ul>

	<ul style="list-style-type: none"> <li>(c) projects that over-publicise individuals, commercial organisations, political parties or groups, or promote commercial products / projects;</li> <li>(d) projects involving ICH activities conducted by non-local organisations or individuals;</li> <li>(e) projects not carried out in Hong Kong; and</li> <li>(f) activities conducted in local venues not complying with health, fire safety and other related ordinances.</li> </ul>
<b>D10</b>	<p><b>As stipulated in the Guide, projects that over-publicise individuals will not be supported by the “Community-driven Projects”. In this case, will a project archiving and recording the work of a particular local ICH practitioner be within the scope of support?</b></p>
Answer	<p>Projects archiving and recording the work of local ICH practitioners are not exclusive to the “Community-driven Projects”. The Sub-committee on ICH Funding Scheme and the LCSD will adopt the following assessment criteria to assess the applications:</p> <ul style="list-style-type: none"> <li>(a) the proposed projects comply with the objectives, are of cultural values and can effectively manifest the cultural substance of the related ICH item(s);</li> <li>(b) the proposed projects demonstrate unique ideas / concepts, while the proposed forms of implementation are appropriate and feasible;</li> <li>(c) the applicants possess the relevant knowledge and skills, and have good track records; and the local personnel who will carry out or participate in the projects include local practitioner(s) or members of local organisation(s) of the related ICH item(s), or those with the relevant cultural and artistic literacy or administrative ability, qualifications, experience or reputation; and</li> <li>(d) the proposed projects are of social impact and benefit, including in the promotion, safeguarding and transmission of ICH in local academia / schools or different communities / groups.</li> </ul> <p>Equal weightings will be assigned to the above four assessment criteria.</p>

<b>E. Project Period</b>	
<b>E1</b>	<b>Is there any difference between the “Community-driven Projects” and the “Partnership Projects” in terms of project period?</b>
Answer	<p>The LCSD sets different project periods for projects of different nature.</p> <p>The project periods applicable to the “Community-driven Projects” are as follows:</p> <ul style="list-style-type: none"> <li>(a) All approved “Community-driven Projects” shall commence only after the signing of the funding agreement and except for seasonal projects, shall generally commence within one year after the receipt of the notification of application result, that is, generally not earlier than August 2026 nor later than July 2027. The ICH Office will confirm the project period with the successful applicants in writing.</li> <li>(b) Projects mainly on research / preservation / recording / publication shall generally be completed within three years after commencement.</li> <li>(c) For projects comprising systematic and continuous transmission training courses with distinctive cultural substance proposed by post-secondary education institutions recognised locally, applicants may apply for funding for such activities or courses over two consecutive years depending on their needs, and the projects shall generally be completed within two years after commencement.</li> <li>(d) Projects other than (b) and (c) mentioned above shall generally be completed within one year after commencement, including projects comprising traditional festivals / sacrificial events / rituals and annual cultural festivals / carnivals.</li> </ul> <p>The project periods applicable to the “Partnership Projects” are as follows:</p> <ul style="list-style-type: none"> <li>(a) All approved “Partnership Projects” shall commence only after the signing of the funding agreement and shall generally commence within eight months after the receipt of the notification of application result, that is, generally not earlier than August 2026 nor later than March 2027. The ICH Office will confirm the project period with the successful applicants in writing.</li> </ul>

	(b) The project period of each project item of the “Partnership Projects” are different, and is set out in <u>Annex II</u> to <u>Annex IV</u> of the Guide.
<b>E2</b>	<b>Are applicants required to confirm the dates of the projects under application?</b>
Answer	<p>No. Applicants of the “Community-driven Projects” can first fill in the basic information including the expected commencement dates and project period for consideration by the Sub-committee on ICH Funding Scheme and the LCSD.</p> <p>For the “Partnership Projects”, the project period of each project item open for application is set out in <u>Annex II</u> to <u>Annex IV</u> of the Guide.</p> <p>Successful applicants need to confirm the project period with the LCSD before signing the Funding Agreement.</p>
<b>E3</b>	<b>Can funding be sought for a completed project? Can a project which has commenced during the application period / before the announcement of application results be granted with funds for its continuation?</b>
Answer	<p>In accordance with the Guide, all approved projects shall commence only after the signing of the Funding Agreement. The LCSD will not support any expenditure incurred before the signing of the Funding Agreement.</p>

<b>F. Assessment Mechanism and Assessment Criteria</b>	
<b>F1</b>	<b>Are the proposed projects required to meet all the assessment criteria in order to be funded? What is the weighting of each of the assessment criteria?</b>
Answer	<p>The Sub-committee on ICH Funding Scheme and the LCSD will assess all applications with the same criteria. The proposed projects to be considered for support should meet all the assessment criteria listed in paragraph 5.1 of the Guide. The following four assessment criteria are equally weighted:</p> <ul style="list-style-type: none"> <li>(a) the proposed projects comply with the objectives of the ICH Funding Scheme stipulated in paragraph 2.4 of the Guide, are of cultural values and can effectively manifest the cultural substance of the related ICH item(s);</li> <li>(b) the proposed projects demonstrate unique ideas / concepts, while the proposed forms of implementation are appropriate and feasible;</li> <li>(c) the applicants possess the relevant knowledge and skills, and have good track records; and the local personnel who will carry out or participate in the projects include local practitioner(s) or members of local organisation(s) of the related ICH item(s), or those with the relevant cultural and artistic literacy or administrative ability, qualifications, experience or reputation; and</li> <li>(d) the proposed projects are of social impact and benefit, including in the promotion, safeguarding and transmission of ICH in local academia / schools or different communities / groups.</li> </ul> <p>Besides, as stipulated under paragraph 5.2 of the Guide, factors for assessing criterion (c) above include but are not limited to the following:</p> <ul style="list-style-type: none"> <li>(a) track records (if any) of the applicants regarding their projects in collaboration with the ICH Office, projects supported under the ICH Funding Scheme and by relevant cultural / heritage funding bodies; and</li> <li>(b) other factors for consideration set out in paragraph 3.3 of Annex II and Annex IV of “the Guide”.</li> </ul> <p>As for the “Partnership Projects”, in principle only the best project of each project item that meets all the assessment criteria will be supported to ensure</p>

	proper use of resources. However, if other applications of the same project item proposed different target beneficiaries or content, more than one application may also be considered for support in order to enhance the overall effectiveness of the projects.
<b>F2</b>	<b>Is it necessary to confirm all personnel of the proposed projects when submitting the applications?</b>
Answer	<p>Since criterion (c) of the assessment criteria [please refer to criterion (c) of the <b>answer to F1 above</b>] stated that “the applicants possess the relevant knowledge and skills, and have good track records; and the local personnel who will carry out or participate in the projects include local practitioner(s) or members of local organisation(s) of the related ICH item(s), or those with the relevant cultural and artistic literacy or administrative ability, qualifications, experience or reputation”, the applicants are required to provide the names, posts and relevant qualifications / experience of the projects-in-charge, key personnel, collaborators, ICH practitioners or organisations and all other confirmed personnel of the projects in the application forms to facilitate assessment.</p> <p>Besides the project personnel whose names are specified in the application form and approved by the LCSD, grantees shall make arrangement for open recruitment / procurement to fill other approved positions. For such approved positions, if a grantee is going to recruit project personnel whose names are not listed in the application form or with the choice of candidates listed but not approved by the LCSD, or as substitutes to the project personnel listed in his / her application form who have already been approved by the LCSD, or procures any goods or services for the project, the grantee shall observe the principles of fairness, justness, openness, competitiveness and value for money (Please refer to <a href="#"><b>“Strengthening Integrity and Accountability – Government Funding Schemes Grantee’s Guidebook”</b></a> issued by the Independent Commission Against Corruption) as well as the recruitment or procurement procedures set out by the LCSD for the use of the grant. The substitution and employment / engagement of new key project personnel and collaborators for approved positions shall be agreed in writing by the ICH Office in advance.</p>

<b>F3</b>	<p><b>As the assessment criteria include “the applicants ... have good track records”, will newly established organisations or ICH practitioners or organisations with less experience have slimmer chances to be supported?</b></p>
Answer	<p>The Sub-committee on ICH Funding Scheme and the LCSD will make reference to the track records of the applicants regarding their projects in collaboration with the ICH Office, projects supported under the ICH Funding Scheme and by relevant cultural / heritage funding bodies (if any) for the assessment purpose. Newly established organisations or ICH practitioners / ICH organisations with less experience can provide evidence to support the relevant cultural and artistic literacy or administrative ability, qualifications, experience or reputation of the personnel who will carry out or participate in the projects (including local practitioner(s) or members of local organisation(s) of the related ICH item(s)), or of their own selves to facilitate the assessment of criterion (c) listed in the <b>answer of F1</b> above.</p>
<b>F4</b>	<p><b>Applications for ICH transmission and training courses of the “Community-driven Projects” are advised to provide course outlines and admission criteria of participants. Are these two the principal factors for consideration?</b></p>
Answer	<p>The submission of such information by the applicants will facilitate the assessment of applications according to the assessment criteria listed in the <b>answer of F1</b> above.</p>
<b>F5</b>	<p><b>Will the Sub-committee on ICH Funding Scheme arrange interviews with applicants, so that they can explain the details of their applications?</b></p>
Answer	<p>Upon the request or agreement of the Sub-committee on ICH Funding Scheme, the ICH Office will invite applicants to attend meetings on a need basis, in which the applicants could elaborate on their applications and answer questions for the better understanding of the content of the proposed projects, as well as the experience and track records of the applicants.</p>

**G. Determination of the Funding Amount and Requirements and Restrictions on Income and Expenditure**

**Minimum application amount / ceiling grant amount**

<b>G1</b>	<b>What is the annual budget of the ICH Funding Scheme? How many applications are expected to be funded annually? Are there ceiling amounts of funding set for different types and nature of applications? How would the LCSD determine the funding amounts for funded projects?</b>
Answer	<p>The Hong Kong Government has allocated HK\$300 million for the ICH Funding Scheme. The Sub-committee on ICH Funding Scheme and the LCSD will consider whether each application is worthy of support in accordance with the established assessment criteria. There is no preset total amount of funding nor number of funded projects.</p> <p>Apart from the stipulations listed under “Requirements and Restrictions on Income and Expenditure” of the Guide, the nature, scale and complexity of the project as well as the reasonableness of the budget, the Sub-committee on ICH Funding Scheme and the LCSD will also consider the following factors when determining the amounts of funding:</p> <ul style="list-style-type: none"> <li>(a) the financial overview and overall budget of the ICH Funding Scheme;</li> <li>(b) the amount approved for various local ICH items and projects of different nature;</li> <li>(c) the financial capacity of the applicants;</li> <li>(d) whether any expenditure item has been or might be supported by other subsidisers / sponsors; and</li> <li>(e) whether every component of a proposed project is worth supporting.</li> </ul> <p>Hence, the LCSD may support certain components or expenditure items of the projects, and not grant the full funding amount applied by the applicants.</p>
<b>G2</b>	<b>As required by the LCSD, the projects under application shall be of a considerable scale and the amount sought shall not be less than HK\$250,000. What is meant by a project of considerable scale? If the expenditures of a project are under HK\$250,000, will such an application be accepted?</b>
Answer	The objectives of the “Community-driven Projects” as introduced by the LCSD, are amongst others to promote the safeguarding and transmission of local ICH, as

	<p>well as to widen and deepen the values and effectiveness of the funded projects in different spectra (including local academia / schools or different communities / groups) of the society. As for the “Partnership Projects”, a series of specified tasks to be performed by grantees are set under each project item open for application. In this connection, the proposed projects must be of a considerable scale in order to attain significant impact in the community, and the funding amount sought for each project shall not be less than HK\$250,000. As set out in paragraph 8.5 of the Guide, any project applying for a funding amount of less than HK\$250,000 will <u>not be processed or considered</u>.</p>
<b>Project surpluses / deficits</b>	
<b>G3</b>	<b>If over-spending of funded projects occurs, will the LCSD top up with additional funds?</b>
Answer	The grantees shall use the grants in accordance with the principles and restrictions on the use of grants as set out in the Funding Agreement. In the event of a deficit arising where the actual total expenditure accepted exceed the sum of the approved total amount of funding and other incomes (if any) of a project, such a deficit shall be recovered solely by the grantee from resources other than the ICH Funding Scheme. The LCSD will not grant additional funds to cover such deficits or cost overruns.
<b>G4</b>	<b>How to define whether a project is non-profit making in nature?</b>
Answer	<p>The Guide stipulates that “[a] funded project must be non-profit making in nature”. Non-profit making is interpreted as the grantees cannot make profits or gain monetary and other benefits through the funded projects. Any income derived or generated from a funded project, such as sales, tuition fees, admission fees, bank interests earned and other donations / subsidies / sponsorships, etc. can only be used to offset the approved expenditures of the project.</p> <p>In calculating the total funding amount sought in an application, the applicants shall deduct the estimated sum of incomes from the estimated sum of expenditures. After the completion of the funded project, the ICH Office will examine the audited incomes and expenditures as reflected in the auditor’s report submitted by the grantee. If a surplus is affirmed in the project, the LCSD will deduct the amount from the grant yet to be issued or request the grantees to return any part of the grant already paid as the case may require.</p>

<b>Estimated incomes</b>	
<b>G5</b>	<b>Are the proposed projects required to charge fees or generate incomes?</b>
Answer	<p>The LCSD neither requires the “Community-driven Projects” under application to charge fees / generate incomes, nor specifies that such projects to be free of charge. The applicants can decide whether to charge or to generate incomes taking into consideration the objectives and content of the projects, modes of implementation, as well as the needs and conditions of the target beneficiaries. The Sub-committee on ICH Funding Scheme and LCSD will consider whether the proposed budget is reasonable.</p> <p>As for the “Partnership Projects 2025”, the projects of “ICH Event Calendar on Traditional Festivals and Rituals” and “ICH Creation” require the grantees to provide free activities and programmes, while “Survey and Research for Enriching the Intangible Cultural Heritage Inventory of Hong Kong” does not involve charging items. Please refer to <u>Annex II</u> to <u>Annex IV</u> of the Guide for details.</p>
<b>G6</b>	<b>Can the projects under application be concurrently funded or sponsored by the LCSD and other organisations? Also, is title sponsorship allowed for the proposed projects?</b>
Answer	<p>It is acceptable to the LCSD for applicants to seek other subsidies or sponsorships to synergise social resources for implementing the projects. Double subsidy / sponsorship, however, must be avoided. Applicants should also report to the LCSD the items and amounts that have received / will be covered by subsidies / sponsorships from other funding resources in the projects and their funding conditions. Besides, the grantees shall under no circumstances indicate that their funded projects are “presented” or “commissioned” by other collaborating / subsidising / sponsoring / funding bodies. Title sponsorship is also not allowed.</p>
<b>G7</b>	<b>Can applicants obtain other subsidies / sponsorships to cover the unsupported expenditure items as listed in the Guide? Further, can applicants use the incomes generated from the funded projects, such as tuition fees and admission fees, to cover such unsupported items?</b>
Answer	<p>The LCSD would not object if the applicants obtain external subsidies / sponsorships / donations to cover the unsupported expenditure items or the over-spent expenditures of approved items. The grantees, however, shall seek the</p>

	LCSD's approval prior to the acceptance of the new subsidies / sponsorships / donations. Incomes generated from the funded projects can only be used to offset the approved expenditure items, but not the unsupported items and the unapproved over-spent expenditures.
G8	<b>If an applicant declares in the Application Form that part of the cost of a particular expenditure item is supported by other funding or sponsorship, is it that the LCSD will not consider supporting the remaining amount of the item where funding has not been secured?</b>
Answer	The ICH Office does not encourage applicants to split the cost of the same expenditure item and apply for funding or sponsorship from different funding bodies, so as to avoid double subsidy / sponsorship caused by the reduction in actual expenditure. However, for sub-items under a key expenditure item, such as the sub-items of editing and proof-reading costs under the publication cost are supported by another funding body while the printing cost not, the applicant may apply for funding from the ICH Funding Scheme on the non-supported items. Nevertheless, the applicant must spell out clearly in the "Budget and Declaration" of the Application Form the respective resources proposed to be supported by each party and the funding conditions of other parties.
<b>Estimated expenditures</b>	
G9	<b>How to define the level of remunerations of project personnel? What are the requirements for recruitment and procurement?</b>
Answer	<p>If the employment / engagement of project personnel (including key project personnel and other project personnel) is required, such personnel shall be Hong Kong residents with remuneration not higher than the rate of similar posts in the market / industry calculated against their qualifications and experience.</p> <p>Besides the project personnel whose names are specified in the application form and approved by the LCSD, grantees shall make arrangement for open recruitment / procurement to fill other approved positions. For such approved positions, if a grantee is going to recruit project personnel whose names are not listed in the application form or with the choice of candidates listed but not approved by the LCSD, or as substitutes to the project personnel listed in his / her application form who have already been approved by the LCSD, or procures any goods or services for the project, the grantee shall observe the principles of fairness, justness, openness, competitiveness and value for money ( Please refer</p>

	<p>to “<a href="#"><b>Strengthening Integrity and Accountability – Government Funding Schemes Grantee’s Guidebook</b></a>” issued by the Independent Commission Against Corruption) as well as the recruitment or procurement procedures set out by the LCSD for the use of the grant. The substitution and employment / engagement of new key project personnel for approved positions shall be agreed in writing by the ICH Office in advance.</p>
<b>G10</b>	<p><b>What are the restrictions on the use of auditing fee?</b></p>
Answer	<p>Funding for auditing fee is restricted to the cost of appointing a Hong Kong certified public accountant (practising) who shall prepare an independent auditor’s report on all incomes and expenditures of the funded project. The amount of auditing fee shall be calculated as follows:</p> <ul style="list-style-type: none"> <li>(a) If the total funding amount is HK\$750,000 or below, the amount allocated for auditing shall be HK\$8,000;</li> <li>(b) If the total funding amount exceeds HK\$750,000 but is not more than HK\$5,000,000, the amount allocated for auditing shall be HK\$12,000; and</li> <li>(c) If the total funding amount exceeds HK\$5,000,000, the amount allocated for auditing shall be HK\$24,000.</li> </ul> <p>Remunerations of financial project personnel other than auditors are not included in the audit fee.</p>
<b>G11</b>	<p><b>What expenditure items can be included in administrative expenses? Must the administrative expenses be kept at no more than 15% of the applied or approved funding amount? Are remunerations of administrative / financial personnel and auditing fee included in administrative expenses?</b></p>
Answer	<p>The administrative expenses include the remunerations of administrative / financial personnel and other administrative expenditures, but exclude the auditing fees. The total amount of administrative expenditures approved shall not exceed 15% of the funding amount.</p> <p>For applications of funding support on remunerations of administrative / financial personnel and other administrative expenditures, the proposed expenditure items should be necessary and reasonable, and commensurate with the objectives, nature, content and scale of the proposed projects. Besides, the administrative expenses should be directly related to the actual implementation of the project</p>

	and will not be used as subsidies for the daily administrative expenditures of the applicants' own business or work.
<b>G12</b>	<b>Are remunerations for positions such as project coordinator, project manager or production director calculated as part of the administrative expenses?</b>
Answer	No. Administrative expenses only include the remunerations of administrative / financial personnel and other administrative expenditures. Applicants can separately apply for funding support for other project personnel to execute the programmes or to implement the activities according to the content and requirements of the projects.
<b>G13</b>	<b>Is there any restriction on the purchase of insurance for project activities and their participants?</b>
Answer	If the project comprises education / school, community or other public activities, suitable insurance(s), such as public liability insurance and / or group / individual accident insurance, are required to be purchased for the activities and their participants. Please budget for sufficient expenses and the total amount of insurance expenses approved shall not exceed 5% of the funding amount.
<b>G14</b>	<b>What expenditure items can be included in the miscellaneous and contingency expenses?</b>
Answer	As unforeseeable expenses might be incurred in the course of implementing the funded projects, please reserve sufficient miscellaneous and contingency expenses to cover emergency expenses and to meet urgent needs. The total amount of miscellaneous and contingency expenses approved shall not exceed 8% of the funding amount. For expenditures which the ICH Funding Scheme does not provide funding support in general, please refer to the <b>answer of G18</b> .
<b>G15</b>	<b>Is there any restriction on the application of funding for publicity expenses?</b>
Answer	If there is a need to publicise the project to attract participants and to enhance the promotion of ICH, the applicants could devise appropriate and feasible publicity plans as well as prepare Chinese and simple English promotion materials, taking into accounts the nature, content, scale and the needs of the target beneficiaries of the project, and apply for the relevant publicity expenses. The total amount of

	<p>publicity expenses approved shall not exceed 15% of the funding amount.</p> <p>If the grantee intends to launch large-scale publicity, it may seek other funding / sponsorship / donation to support the extra publicity expenses which are beyond the ceiling of LCSD's grant, provided that the grantee has obtained the written consent of the LCSD before accepting any such funding / sponsorship / donation.</p>
<b>G16</b>	<b>Can applicants apply for funding to purchase instruments or equipment for activities?</b>
Answer	The LCSD in general does not provide funding support for expenditures on the purchase of instruments or equipment. Grantees should use the instruments or equipment already owned as far as possible or should rent the required instruments or equipment to implement the projects. In that event where the applicants would only be able to execute the projects with the purchase of the respective instruments or equipment, justifications, including the purpose of purchase and whether it is more cost effective to purchase than to rent such instruments or equipment in the market, shall be provided. In principle, the purchased instruments or equipment as approved, shall be returned to the LCSD upon completion of the funded projects.
<b>G17</b>	<b>Does the ICH Funding Scheme support remunerations and related expenditures for volunteers and activity participants?</b>
Answer	In general, volunteers or activity participants should not receive any remunerations, allowances or reimbursement of other expenses. Therefore, the ICH Funding Scheme will not provide such funding support.
<b>G18</b>	<b>What expenditure items are not supported by the ICH Funding Scheme?</b>
Answer	<p>The ICH Funding Scheme in general does not provide funding support for the following expenditures:</p> <p>(a) recurrent expenditures such as office rental, expenses on repair / maintenance of equipment, expenses on purchase of assets (such as computers / furniture), rental / water fees / electricity fees / regular cleaning service charges / repair expenses / maintenance expenses of venues / instruments / equipment already owned by the grantees, warehouse rental.</p> <p>(b) expenditures on the purchase of instruments or equipment. Grantees should</p>

use the instruments or equipment already owned as far as possible or should rent the required instruments or equipment to implement the projects. In that event where the applicants would only be able to execute the projects with the purchase of the respective instruments or equipment, justifications, including the purpose of purchase and whether it is more cost effective to purchase than to rent such instruments or equipment in the market, shall be provided.

- (c) remunerations, allowance or other expenses expended in the name of volunteers or participants of activities;
- (d) red packets, interests, celebration banquets, presents, souvenirs or gifts, uniforms, meals, drinks, bottled water, expenses arising from visa / travelling / accommodation and meals for visits outside Hong Kong / visits to Hong Kong, transportation and meal expenses for entertainment and social functions; and
- (e) fees related to the establishment / registration of the organisations or related to membership applications / registrations of the applicants.

For information on determination of the funding amount, please refer to the **answer of G1**.